



KING EDWARD VI SCHOOL LICHFIELD

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Headteacher: Ms J Rutherford BA (Hons)

16 July 2024

End of Year letter July 2024

Dear Parents and Carers,

As we approach the end of another successful academic year, we wanted to take this opportunity to thank you for your continued support and collaboration. The year has been filled with many highlights including some wonderful excursions abroad; sporting triumphs and exciting productions to name but a few.

A message from Miss Thomas

Your child has now successfully completed lower school at King Edward VI School. It is incredible to think that this time two years ago they were completing primary school and now they are embarking on upper school. As some of you may know, I remain as a Lower School Achievement Leader. Therefore, as they move into Year 9, Mrs Jennings will be taking them through until year 11.

It has been an absolute pleasure taking your children through Lower School and watching them get to grips with some of the challenges secondary school can bring. It has also been a pleasure working closely with yourselves to ensure the best possible start at secondary school for your child. With the help of a brilliant team of tutors, lots of work was done on getting to know each other during their first year. As a result of this hard work, I truly believe we have created a very resilient and kind natured group of students. Teachers praise them for being a joy to teach and for being so well mannered. I have admired their commitment to sport, drama and music over the past two years and their successes across the city, county and country are endless. I hope they continue with these activities; there is so much that this school can offer your child outside the classroom.

Next year, there are lots of changes as they enter Upper School; new mixed ability classes, more academically set subjects, international trips, GCSE options and more. I know they are going to take these changes in their stride and work to the best of their ability. This isn't goodbye, simply see you in September. I will still be teaching many of your children geography in the future.

A message from Mrs Jennings

As I wave a fond farewell to our current Year 11 students, I am writing to introduce myself as your child's Achievement Leader for Year 9 from September 2024 at King Edward VI School. I am incredibly excited to begin getting to know your child (many of whom I have taught in the classroom), and supported by their wonderful Form Tutors, will ensure that they are confident to take the challenging step towards preparing for their Options choices and beginning their GCSE courses. As per our current school structure, as their Upper School Achievement Leader, I will see your child through the next three years of their school career from Year 9-11, providing familiarity and consistency for all students and families.

Although your child's Form Tutor remains the first point of contact, I would like to encourage you to get in touch directly if you would like to discuss anything with regards to your child's academic progress, behaviour or wellbeing. My email address is mjennings@keslichfield.org.uk

I look forward to working with you closely in the future and I know that you will join me in thanking Miss Thomas for the care, support and guidance during your child's time in Lower School. I know that she will keep in close contact with me to follow your child's progress with anticipation.

In preparation for the new school year would like to draw your attention to a few items that will allow for a positive start in September and ensure you have some key information in one place.

Student Induction Day

All students will return to school on **Wednesday 4th September 2024** for an induction day. Each year group will have a bespoke set of activities tailored to their particular needs. The induction day will focus on developing the key skills that students in each year group will require in order to be successful in their forthcoming year of studies.

In order to provide our new Year 7 students with a less congested start and finish to their first day in school, we will be staggering the timetable for other year groups. Students must go to Bader Dining Room if they have to arrive early or wait for transport at the end of the day.

Here are the timings of the day (more detailed information will be sent out to students via Satchel One):

YEAR GROUP	START	FINISH
YEAR 7	08:50	15:15
YEAR 8	09:10	14:45
YEAR 9	09:40	14:45
YEAR 10	10:10	14:15
YEAR 11	10:10	13:45
YEAR 12	08:50	15:15
YEAR 13	09:40	12:30

From Thursday 5th September 2024, all students should be on site for 8.45am and finish at 3.15pm, which are the timings of our normal school day.

Mobile Phones

In line with recent DFE Guidance, [Mobile phones in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk) Students in Years 7-11 are not permitted to use mobile phones during the school day. We appreciate that parents and carers may wish students to have their phones for the journey to and from school. From 8.45am – 3.15pm phones should not be *seen or heard* and must be *turned off and kept in bags*. Students are not therefore permitted to use their phone to look at their timetable or to find out the time. We advise that students keep a copy of their timetable in their planner or bag and that they wear an inexpensive wristwatch to school. Students who persistently break this rule will have their phone confiscated and parents/carers will need to collect this from main reception after the end of the school day.

Uniform

To assist parents and carers in ensuring students have the correct uniform for September, please view our guidance on the school website [Uniform - King Edward VI \(keslichfield.org.uk\)](https://www.keslichfield.org.uk). We would ask all parents and carers to check that items of uniform are in line with our expectations. Please pay particular attention to the guidelines regarding skirts, trousers and footwear, to ensure that your purchases meet the criteria set by the school.

Equipment

As part of our commitment to ensuring the highest standards, each student should have a pencil case containing basic equipment to support their learning and examinations. The school information pack and posters in classrooms state that all students should have at least:

- Two pens
- A different colour pen
- Pencil
- Ruler
- Highlighter
- Glue stick

- Mathematical equipment e.g. calculator

Desirable items include:

- Eraser and sharpener
- Small school safety scissors

Attendance & Punctuality

All students must be on site by 8.45am for an 8.50am prompt start to tutor time (registration.) The Johnson gates will automatically close at 8.45am. Students should therefore ensure they are on site in good time.

Regular and punctual attendance at school is not only a legal requirement but helps to ensure that students are able to make the most of their educational experience, realise their full potential and get the best possible start to their adult life. If your child is too ill to attend school, a parent/carer should contact school **via text on 07860 034183 before 8.30am** on the first day of absence and leave the following details:

- Student name
- Tutor group
- A brief reason for the absence
- Estimated length of absence

If your child's attendance falls below our minimum expected target of 96% throughout the year, we will contact you in line with our whole school attendance strategy to offer support.

Leave of Absence

Leave of absence refers to any pre-planned absence from school (part lesson, lesson, full or part day) that is for a reason other than one related to time off for medical appointments or illness. Leave of absence should be applied for by completing the online form at least 5 days in advance of the absence and a separate form should be completed for each student. A formal response will be sent to parents/carers. Please note that absences for holidays are **not** marked as authorised absences.

For external music exams organised by the school's peripatetic music teachers, a Leave of Absence form is not required. In these cases, please text the school to give advance notification on 07860 034183 and supply proof of the music exams via attendance@keslichfield.org.uk.

Information regarding attendance and the Leave of Absence form can be found here [Attendance - King Edward VI \(keslichfield.org.uk\)](https://www.keslichfield.org.uk/attendance-king-edward-vi). Please note, absences for holidays are not authorised.

We hope that you and your families have a lovely Summer and a restful break and we look forward to welcoming your child back into school for the start of the new academic year on Wednesday 4th September 2024.


Yours sincerely,



Miss R Thomas
Achievement Leader



Mrs M Jennings
Achievement Leader



Mrs L Hurn
Deputy Headteacher